Online Vendor Registration (OVR) Guide:

To register with King County's Online Vendor Registration (OVR) system, visit Procurement and Contract Services Section (PCSS) website at http://www.kingcounty.gov/procurement. The OVR registration is a two-step process.

Phase I:

Create the vendor record - name, username, password, email address. The system will send you an Email Verification notice to your recorded email address. You must reply back to the email by accessing the hyperlink address found at the bottom of verification email to complete registration.

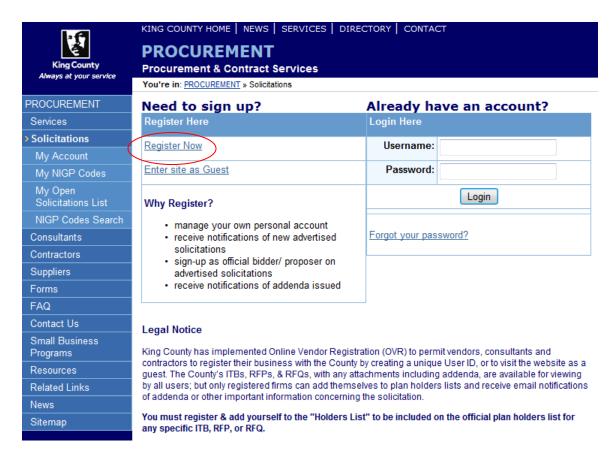
<u>Note:</u> You will not be able to login to the system with your username/password until after you've responded to the Email Verification notice and have completed the second step of the registration.

Phase 2:

Provide business information - company name, tax id number, location, etc.. Your account becomes fully activated once you have completed the second phase of registration.

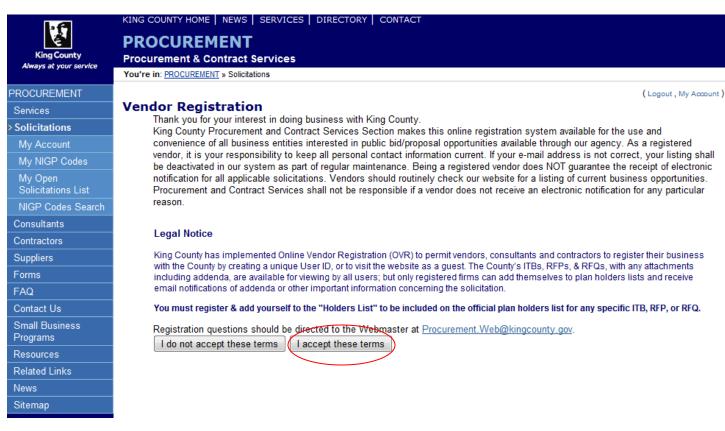
PHASE 1:

SCREEN SHOT 1:



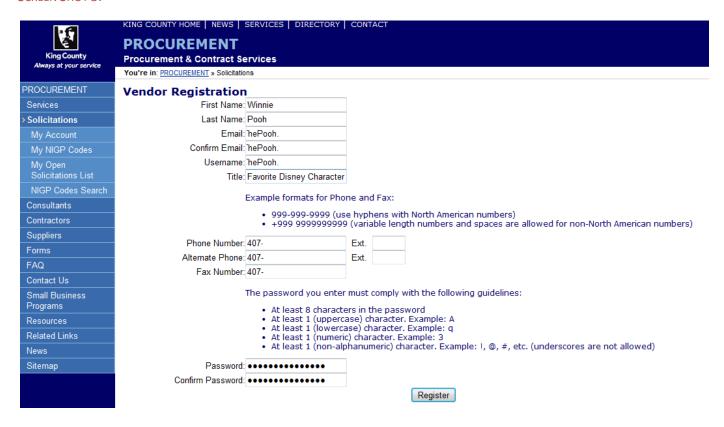
• Click "Register Now"

SCREEN SHOT 2:



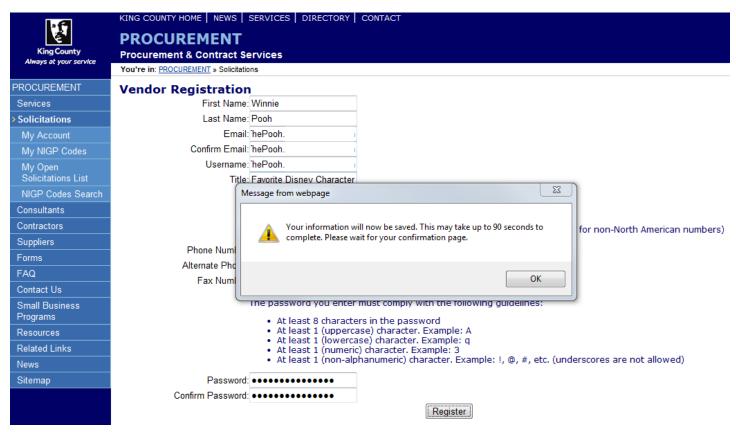
- 1. Read Disclaimer and Legal Notice.
- 2. Click "I accept these terms"

SCREEN SHOT 3:



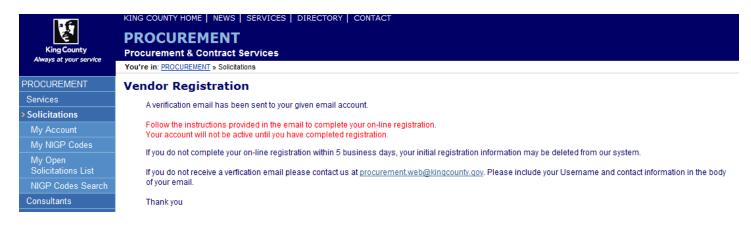
Provide vendor contact information and password.

SCREEN SHOT 3C:



• Click "Register" once and wait for data to be processed.

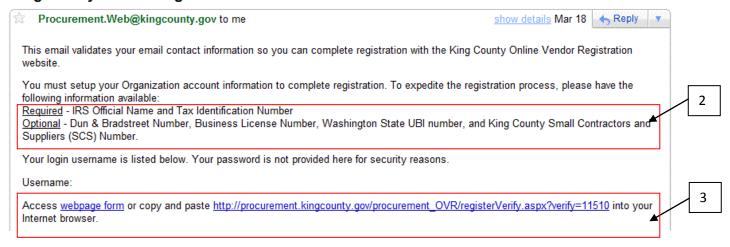
SCREEN SHOT 4:



- 1. You have completed the first phase of OVR registration.
- 2. Go to your registered email account to verify your email address and continue registration (Phase 2).

SCREEN SHOT 5:

King County Vendor Registration Verification Inbox X



- 1. Read information on page.
- 2. Prepare and make required/optional information available as summarized on email above.
- 3. Click "webpage form" or hyperlink http://procurement.kingcounty.gov/procurement_OVR/... to complete Phase 2 of the OVR registration process.

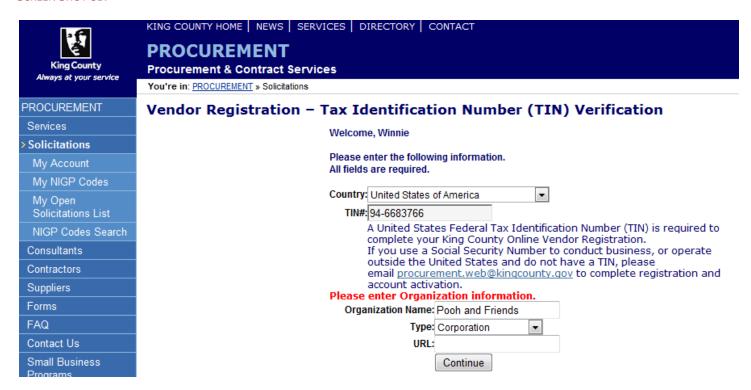
PHASE 2:

SCREEN SHOT 6A:

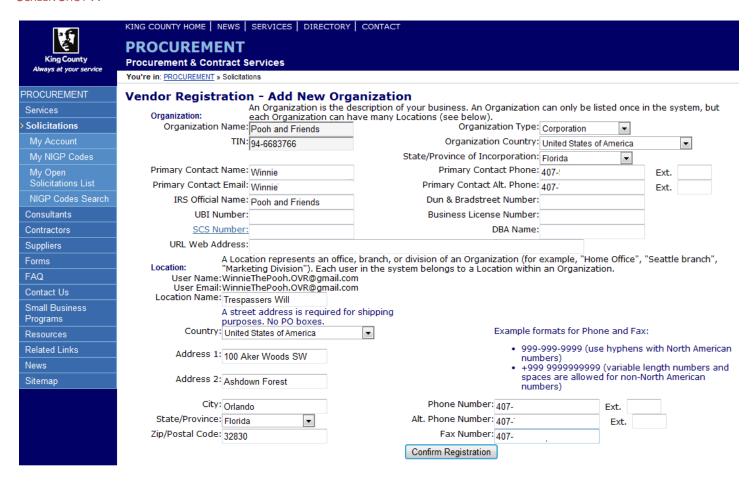


Note: If you use your Social Security Number to conduct business, or operate outside the United States and do not have a TIN, contact procurement.web@kingcounty.gov.

SCREEN SHOT 6B:



Note: The first time a Tax Identification Number (TIN) is entered into the (OVR) system; organization "name" and "type" information are requested. Else, the organization name associated with the TIN is identified for vendor to verify.



- 1. Provide vendor contact information and password.
- 2. Guide to requested information:

Organization required data

- Org Name
- TIN
- Org Type: Corporation/ Government/ Joint Venture/ LLC/ Non-Profit/ Partnership/ PLLC
- Primary Contact Name
- Primary Contact Email
- Primary Contact Phone
- Country: Is your business registered in the US/Canada/[other country].
- State of Incorporation: Which state in the US/Canada/[other country] did you register your business?
- IRS Official Name: What name does your company use when filing [IRS] taxes?

Organization optional data

- Business License number
- SCS Number: SCS is an acronym for Small Contractors and Suppliers number.
- UBI Number: UBI is an acronym for Unified Business Identifier. A UBI number is a 9-digit number that registers a vendor with several state agencies and allows vendors to do business in Washington State.

• DUN Bradstreet Number: A DUNS is an acronym for Data Universal Numbering System. DUN is a unique 9-digit identification number for each physical location of a business. It is used to identify businesses around the world. They are required for many US federal government transactions.

Location data

 Location Name: Create a "Location Name" for business address. A "Location" represents an office, branch, or division of an Organization (for example, "Home Office", "Seattle branch", "Marketing Division").

SCREEN SHOT 8:



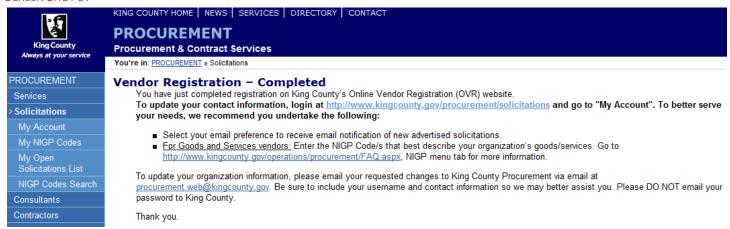
• Verify accuracy of information provided. Finish registration.

SCREEN SHOT 8B:



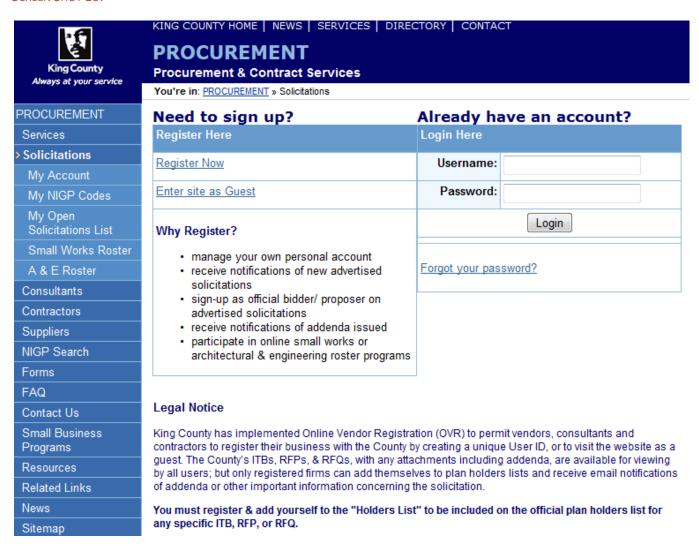
Click "Register" once and wait for data to be processed.

SCREEN SHOT 9:



OVR registration completed! Vendors are encouraged to

- Update their account information to include email notifications for new advertised solicitations, and
- Identify NIGP codes that best describe their products/services.

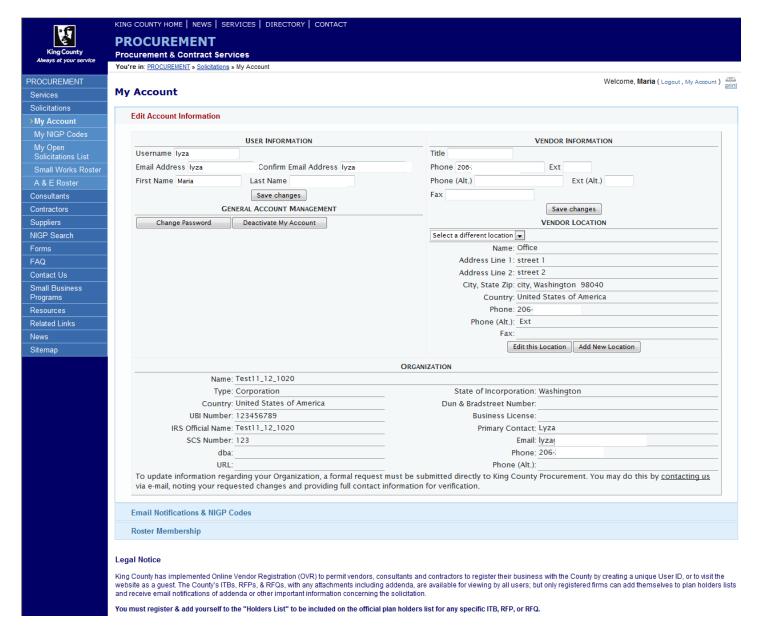


Visit the King County Online Vendor Registration (OVR) web site regularly at http://www.kingcounty.gov/procurement/solicitations



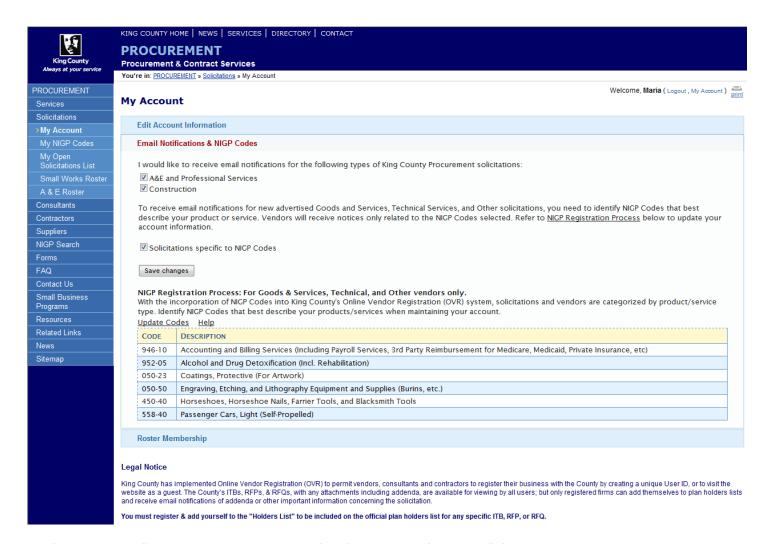
View status of new and on-going solicitations. Registered vendors can manage essential aspects of their participation on solicitations; register as plan/document holders.

SCREEN SHOT 12:



To keep the authenticity of the vendor's record, King County's Online Vendor Registration (OVR) system is a client-managed database. Go to http://www.kingcounty.gov/procurement/solicitations and login with your username/password, go to "My Account" web page.

You can make changes to your Account information. For changes to your Organization information, please contact procurement.web@kingcounty.gov.



On "My Account" page, you can request for "Email Notifications" for new advertised solicitations and identify NIGP codes that best describe your organization product/s or service/s.